



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SENIOR PAYROLL CLERK
3	Posting Number	PN# 111924
4	Department	Health & Human Services Department
5	Division	Administrative Services Division
6	Section	HR/Payroll
7	Reporting Location	8000 N. Stadium Dr. 7 th floor
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES**
Provides complex processing of payroll, P.D. Form 201's, retirement applications and clerical accounting activities. Compiles payroll statistics and data from above for management reports. Processes and communicates benefit procedures and policies to employees. Responsible, directly or through lower level payroll clerks, for processing all changes in department employee payroll status

- CORE FUNCTIONS**
- Prepares and monitors general payroll and P.D. Form 201 activities, procedures and various reports for compliance with city ordinances policies and procedures.
 - Maintains department personnel/payroll records and prepares related reports.
 - May assist in distribution of paychecks.
 - Reconciles payroll and accounting reports.
 - Performs other duties as necessary.

10 **WORKING CONDITIONS**
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a high school diploma or a GED. Knowledge of personal computers is preferred.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Two years of payroll/payroll-related experience are required.

13 **MINIMUM LICENSE REQUIREMENTS**
None

14 **PREFERENCES**
Prefers experience in all phases of Human Resources and Payroll processing (HRMS, Advantage, TRMS, Retirement and drop plan).

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No
This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

17 **SALARY INFORMATION** **GENERAL FUNDED POSITION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:
Salary Range – Pay Grade 13
\$824- \$1,484 Biweekly \$21,424 - \$38,584 Annually

18 **OPENING DATE** July 12, 2006

19 **CLOSING DATE** July 18, 2006

20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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